

Memorandum



Date: May 16, 2007

To: Honorable Chairman Dorrin D. Rolle
and Members, Regional Transit Committee

From: George M. Burgess
County Manager

TC
Agenda Item No. 8(C)

Subject: Invoicing and DBE Status Report on the Program Management Consultant (PMC) Contract

Attached is a report from the PMC responding to questions asked by Board Members during the April 24, 2007 Board of County Commissioners (BCC) meeting regarding the PMC Contract. The PMC has implemented revisions to their financial procedures and established administrative procedures, described in the attached documents, in order to expedite payment to the subconsultant firms and ensure that previously established Disadvantaged Business Enterprise (DBE) participation goals be attained.

A handwritten signature in cursive script, appearing to read "George M. Burgess".

Assistant County Manager



**Parsons
Brinckerhoff**
(Main Office)

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Suite # 600
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**MDT-PTP Program
Management
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150 S.E. 2nd Avenue
Suite 1200
Miami, FL 33131

May 9, 2007

CIN No. PB-M0637
Via Electronic Mail, Also

Mr. Albert Hernandez
Deputy Director
MIAMI-DADE TRANSIT
Stephen P. Clark Center
111 N.W. 1st Street, Suite 910
Miami, FL 33128

RE: People's Transportation Plan
Program Management Consulting Services
Contract TR04-PTP1
Response to the April 24th, 2007 BCC Request for PMC Contract information

Dear Mr. Hernandez:

In response to the BCC request of April 24, 2007, attached please find documents associated with this request for the upcoming Transit Committee Meeting, to be held on May 16, 2007

If you have any questions on these documents or should you need additional information, please do not hesitate to contact us.

Sincerely,

PB Americas, INC.

Lawrence G. Reuter
PMC Program Manager

LGR/gm/eml

cc: R. Lear
G. Martinez
MDT Document Management Center
PMC Document Management Center

PMC Invoice and DBE Participation Status – Requested by BCC on April 24, 2007

To: Transit Committee Members

In response to concerns expressed at the BCC Meeting on April 24, 2007, certain financial procedures have been reviewed with the objective of expediting payment to the subconsultants. MDT and the PMC have implemented a Labor Tracking System, which allows review and approval of charges every two weeks, ahead of the invoice. Reports on the labor charges are printed, distributed, reviewed and approved. Any discrepancies are reconciled in a contemporaneous manner before the invoice is generated instead of afterwards as the previous process required. This Labor Tracking System should result in the ability by the PMC to prepare invoices faster, as well as an expeditious review and approval by MDT of the invoices, since the charges will have already been the subject of previous scrutiny and pre-approval.

For W.O. 2 the average time from submittal of subconsultant invoices to them receiving payment was 79 days. All subconsultants have a contract with PB that requires payment within 10 to 14 business days after PB receives payment from the County. In fact during the W.O. 2 period all subconsultants were paid within one week average of PB receiving payment from the County.

The new invoicing process implemented under W.O. 3 should result in payment to all subconsultants within 52 days of submission of their invoice.

Various reports have also been created to monitor the status of payments to the PMC's subconsultants as well as DBE participation. Attached please find the following sample documents:

- Attachment 1 – PMC 2007 Invoice Schedule: This document establishes the target dates to process payments expeditiously.
- Attachment 2 – Status Of PMC Invoices As of 5/7/07: This document summarizes the status of the PMC's invoices.
- Attachment 3 – PMC Team Labor and DBE Report: This document presents the target figures required to achieve the DBE participation goals and how much has been paid to as of 3/16/2007.
- Attachment 4 – DBE Participation Cumulative Goal Forecast Graph: This document shows graphically the goals for DBE participation from April 2007 to August 2008. The graph is also intended to show the actual participation for each of those months. In this particular attachment, the report shows that although the target for as of April 13, 2007 was 18.1%, the estimated participation as of that month was actually 19.3%. This document will be submitted monthly with the invoices.

The use of the aforementioned Labor Tracking System and the monitoring of the revised process through the attached reports are expected to result in quicker payments to the subconsultants as well as enhanced control of the DBE participation process.

Attachment 1

PMC 2007 Invoice Schedule

Invoice No.	Invoice Period	Labor Reports Submitted to MDT (1 week & 2 days)	MDT Approval of Labor Reports (2 weeks)	PMC Labor Invoice Submittal Due Date	Expense Invoice Due Dates	MDT Comments Due Date (2 weeks)	PMC Response to MDT Comments (1 week)	MDT Review (1 week)	MDT Invoice Payment (2 weeks)	Status Comment
1	12/23-06/1/07	12/23 - 1/5	01/17/07	05/04/07		05/18/07	05/25/07	06/01/07	06/15/07	Under Review
		1/6 - 1/19	01/31/07		03/02/07	03/16/07	03/23/07	03/30/07	04/13/07	Payment Pending
2	1/20-2/16	2/20 - 2/2	02/27/07	05/04/07		05/18/07	05/25/07	06/01/07	06/15/07	Under Review
		2/3 - 2/16	03/12/07		04/02/07	04/16/07	04/23/07	04/30/07	05/14/07	Payment Pending
3	2/17-3/16	3/17 - 3/2	03/26/07	05/04/07		05/18/07	05/25/07	06/01/07	06/15/07	Under Review
		3/3 - 3/16	04/17/07		04/27/07	05/11/07	05/18/07	05/25/07	06/08/07	Payment Pending
4	3/17-4/13	4/14 - 4/27	04/27/07	05/18/07		06/01/07	06/08/07	06/15/07	06/29/07	
		3/17 - 3/30	05/10/07		05/25/07	06/08/07	06/15/07	06/22/07	07/06/07	
5	4/14-5/11	5/12 - 5/25	05/22/07	06/08/07		06/22/07	06/29/07	07/06/07	07/20/07	
		4/28 - 5/11	06/05/07		06/22/07	07/06/07	07/13/07	07/20/07	08/03/07	
6	5/12-6/8	6/9 - 6/22	06/19/07	07/06/07		07/20/07	07/27/07	08/03/07	08/17/07	
		5/26 - 6/8	07/03/07		07/20/07	08/03/07	08/10/07	08/17/07	09/31/07	
7	6/9-7/20	7/1 - 7/20	07/17/07	08/17/07		08/31/07	09/07/07	09/14/07	09/28/07	
		6/9 - 6/22	07/31/07		08/31/07	09/14/07	09/21/07	09/28/07	10/12/07	
8	7/21-8/31	8/14 - 8/27	08/28/07	09/28/07		10/12/07	10/19/07	10/26/07	11/09/07	
		7/21 - 8/3	09/11/07		10/12/07	10/26/07	11/02/07	11/09/07	11/23/07	
		8/4 - 8/17	09/25/07		10/12/07	11/09/07	11/16/07	11/23/07	12/07/07	
9	9/1-9/28	9/15 - 9/28	10/09/07	10/26/07		11/09/07	11/30/07	12/07/07	12/21/07	
		9/1 - 9/14	10/23/07		11/09/07	12/07/07	12/14/07		01/14/08	
10	9/29-10/26	10/13 - 10/26	11/06/07	11/23/07		12/07/07	12/21/07		01/18/08	
		9/29 - 10/12	11/20/07		12/07/07	12/21/07	01/04/08	01/11/08	02/01/08	
11	10/27-11/23	11/10 - 11/23	12/04/07	12/21/07		01/04/08	01/25/08	02/01/08	02/15/08	
		10/27 - 11/9	12/18/07		01/04/08	02/01/08	02/08/08	02/15/08	02/29/08	
12	11/24-12/21	12/8 - 12/21	01/01/08	01/18/08		02/01/08	02/22/08	02/29/08	03/14/08	
		12/8 - 12/21	01/15/08		02/01/08	02/15/08				

LEGEND:

Invoice No. or End of Period
PMC Milestone

Actuals
MDT Milestone

Attachment 2

Status Of PMC Invoices - As Of 5/7/07

W.O. 1 - From 6/1/05 to 12/31/05

PMC submitted Final Invoice on 4/12/07 for payment of the retainage; comments were received from MDT on Friday, 5/4/07. Comments are being incorporated and the revised invoice will be re-issued on the week of 5/21/07.

W.O. 2 - From 1/1/06 to 12/22/06

Invoice 4 was submitted to MDT on 5/1/07 and Invoice 5 was submitted to MDT on 5/4/07. Both of those invoices are for payment of the retainage. Invoices 6,7 and 8 will be submitted to MDT on 5/11/07 for payment of the retainage.

Payment on Invoice #9 was received 3/13/07 and all subconsultants have been paid.

W.O. 3 - From 12/23/06 to 3/16/07

Revised Invoices 1, 2, and 3 submitted to MDT on 5/4/07. Payment should be made within 30 days based on Prompt Payment Act.

Next invoice (#4) now scheduled to be submitted to MDT on 5/18/07.

Attachment 3

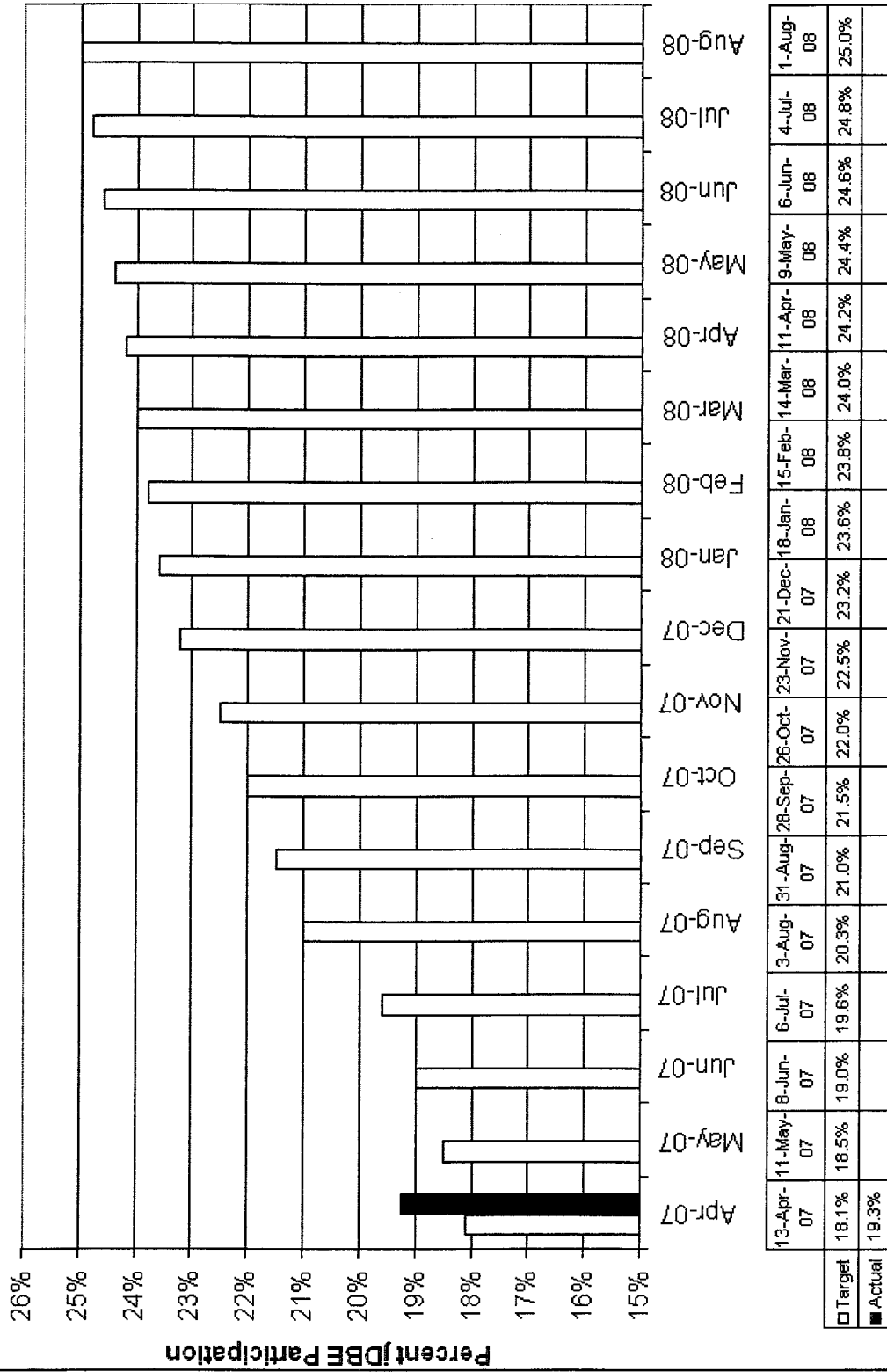
PMC TEAM LABOR and DBE REPORT Comparison of Team Member Labor as a % of Total Labor Thru Mar 16, 2007

Company	June 2005 PMC Proposal % Goal	Thru Last Period 2006		1st Period 2007		Cumulative To Date		2007 AWP	
		Actual Cost Dec 22, 2006	% Cost Dec. 22	Actual Cost Dec 22 to Mar 16, 2007	% Cost Dec 22 to Mar 16, 2007	Actual Cost thru Mar 16, 2007	% Cost thru Mar 16, 2007	Forecast Plan	% Forecast
Prime Consultant	27.0%	\$5,672,947	31.5%	\$935,266	30.2%	\$6,668,656	31.5%	\$3,709,695	21.3%
Parsons Brinckerhoff									
Non-DBE Subconsultants									
AECOM									
DMJM + Harris, Inc.	24.0%	\$4,020,552	22.3%	\$11,521	0.4%	\$11,521	0.1%	\$153,308	0.9%
Post, Buckley, Schuh & Jernigan	24.0%	\$3,712,047	20.6%	\$585,936	18.9%	\$4,606,488	21.8%	\$4,378,123	25.1%
The Allen Group, LLC	NIC	\$1,346,977	7.5%	\$236,826	7.7%	\$4,332,357	20.5%	\$3,651,336	21.0%
MacTec	NIC	\$5,400	0.0%	\$0	0.0%	\$1,583,803	7.5%	\$574,506	3.3%
Transit Systems Consulting	NIC					\$5,400		\$35,000	0.2%
Total Non - DBE	75.0%	\$14,757,923	81.9%	\$2,389,860	77%	\$17,208,226	81.3%	\$12,651,966	71.8%
A2 Group, Inc.	2.0%								
Cardozo Engineering Inc	2.0%	\$295,229	1.6%	\$81,546	2.6%	\$376,775	1.8%	\$308,727	1.8%
Carmen Morris & Associates, Inc.	1.0%	\$222,968	1.2%	\$43,937	1.4%	\$266,905	1.3%	\$395,995	2.3%
EAC Consulting, Inc.	13.0%	\$1,294,254	7.2%	\$324,822	10.5%	\$1,619,076	7.6%	\$1,796,071	10.3%
Nodarse & Associates	2.0%	\$10,513	0.1%	\$0	0.0%	\$10,513	0.0%	\$31,512	0.2%
Phillips Consulting Group, Inc.	1.0%	\$339,859	1.9%	\$70,274	2.3%	\$410,133	1.9%	\$521,922	3.0%
Triangle Associates, Inc	4.0%	\$201,538	1.1%	\$64,864	2.1%	\$266,402	1.3%	\$228,422	1.3%
Acumen	NIC	\$320,249	1.8%	\$64,490	2.1%	\$384,739	1.7%	\$148,696	0.9%
Bay Area Economics	NIC	\$90,487	0.5%	\$0	0.0%	\$90,487	0.4%	\$0	0.0%
Dickey & Associates	NIC	\$196,167	1.1%	\$39,514	1.3%	\$235,681	1.1%	\$180,019	1.0%
Dovetail Consulting	NIC	\$287,366	1.6%	\$15,132	0.5%	\$302,498	1.4%	\$89,309	0.5%
Infomomentum	NIC	\$0	0.0%	\$34,115	1.1%	\$34,115	0.2%	\$245,674	1.4%
TSD								\$825,000	4.7%
Total DBE	25.0%	\$3,258,630	18.1%	\$704,579	22.8%	\$3,963,209	18.7%	\$4,769,347	27.4%
SUBTOTAL Labor	100%	\$18,016,553	100%	\$3,094,439	100.0%	\$21,171,435	100.0%	\$17,421,313	
Other Direct Expenses									
TOTAL									

6

Attachment 4

DBE Participation CUMULATIVE GOAL FORECAST



Note: Actual Compliance As Of 13APR07 calculated based on approved labor billings.